

CONFIDENTIAL

29 August 1963

25X1

MEMORANDUM FOR:

[REDACTED]
O/Admin/DDS&T

SUBJECT:

Promotion of

25X1

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1. [REDACTED] has been in the Agency since 5 November 1962 and in this office since 25 February 1963. She is performing her functions in a very satisfactory manner and in keeping with the responsibilities of a GS-5 position, the grade of the slot she occupies.

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2. [REDACTED] Fitness Report was submitted on 13 August.

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3. I recommend [REDACTED] be promoted to a GS-5.

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[REDACTED]
James Q. Reber
SA/DDS&T

Orig & 1--O/Admin/DDS&T

SA/DDS&T:tms

1--Admin file

✓ 1--SA/DDS&T chrono

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